PFPR Packages

PM = Project Manager
DPL = Design Phase Leader
The documentation below reflects **PM\DPL**. The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

Project Manager

EDG QA Check – Consultant Designed Projects Only

NOTE: For Consultant Designed projects, the following steps must be completed <u>BY THE PM</u> before submission of the PFPR package to Engineering Services.

1. Using the link in the PWDM email received, navigate to the Submittal folder containing the files.
   a. Open the email and copy\paste the ProjectWise Explorer link into the address bar in ProjectWise Explorer and press Enter.
   b. The new submittal package will be highlighted. Click the link to the package.
   c. In the bottom right corner of the dialogue box, *Acknowledge* the package. This will import all files to the ProjectWise Client into the project's pre-configured folder for the organization that sent the package.
   d. Click on the **Documents** tab and click on the **Go To Folder** button in the bottom right corner to be taken to the folder where the files reside.

2. Complete the document properties for the submitted plans in the Submittal folder.
   a. Select all the files in the folder.
   b. Right-click and select **Assign Document Type**
   c. Select the following:
      Document Group: *Preliminary Engineering*
      Document Category: *Design Plans*
      Document Type: *Working Plans*
      Click on **OK**

3. Create a document set of the submitted files.

   a. <u>**PFPR**</u>: Move the submitted files from the ProjectWise submittal folder for the organization that sent the package to the Record Plan Set folder *PI\Record Plan Sets\05 – PFPR Plans.*

   b. <u>**Supplemental PFPR (if necessary)**</u>: Create a subfolder under *PI\Record Plan Sets\05 – PFPR Plans* and name it *Supplemental*. Then, move the submitted files from the ProjectWise submittal folder for the organization that sent the package to the Record Plan Set folder *PI\Record Plan Sets\05 – PFPR Plans\Supplemental* just created.

Project Manager

   c. Run the Refscan utility on all DGN files to correctly associate the reference files in this new location.

   d. Set "*Final Status*" on all the files used to create the Record Plan Set.

      i. Select all the files in the *PI\Record Plan Sets\05 – PFPR Plans* folder (PFPR) or the *PI\Record Plan Sets\05 – PFPR Plans\Supplemental* folder (Supplemental PFPR).

      ii. Right-Click=> **Change State**=> **Set Final Status**.

   e. Select all of the submitted files (DGN's, PDF's and the PFPR Request Letter) to add to the document set.

      i. Right-click and select **Set>New** from the pop up menu.

      ii. Enter a **Name** for the document set using the following naming scheme and click on **OK**: *PI#_EDG_QA*.

      iii. A window will then display with the list of documents in the set which you can close.

4. Send an email link to the document set in ProjectWise to the Engineering Software Team for analysis and continue with the workflow on the next page. The EDG QA Check should be completed within 7 days.

   a. Open a new email message.

   b. Click on the document set file in ProjectWise.

   c. Right-click in the address bar in ProjectWise and select **Copy URN**.

   d. Click in the body of the new email message and select **Paste**.

   e. Prepare and send the email message to EDGQACheck@dot.ga.gov.

After the EDG QA Check is complete, the PM and Asst. State Project Review Engineer will receive an email with a ProjectWise link to the report files in the *PI\PE\Engineering Services\Design Review\PFPR* folder (PFPR) or the *PI\PE\Engineering Services\Design Review\PFPR\Supplemental* folder (Supplemental PFPR). The PM will now distribute the report files as necessary using a ProjectWise link.

Submission of PFPR Package

1. Place the PDF plans and the associated DGN files in the Record Plan Set folder.

   a. **PFPR**: Place the PDF plans and the associated DGN files used to generate the plans in the *PI\Record Plan Sets\05 – PFPR Plans* folder.

   b. **Supplemental PFPR (if necessary)**:
      i. Create a subfolder under *PI\Record Plan Sets\05 – PFPR Plans* and name it *Supplemental*.

      ii. Place the PDF plans and the associated DGN files used to generate the plans in the *PI\Record Plan Sets\05 – PFPR Plans\Supplemental* just created.

      iii. Contact the Asst. State Project Review Engineer and request that a *Supplemental* folder be created under the *PI\PE\Engineering Services\Design Review\PFPR* folder.

2. Run the Refscan utility on all DGN files to correctly associate the reference files in this new location.

3. Complete the document properties for the submitted plans in the Record Plan Set folder.
   a. Select all the files in the folder.
   b. Right-click and select **Assign Document Type**
   c. Select the following:
      Document Group: *Preliminary Engineering*
      Document Category: *Design Plans*
      Document Type: *Working Plans*
      Click on **OK**

4. Create a package by placing documents\files into a ***ProjectWise (Document Set)*** (see steps *a-f* below) in the *PI\PE\Engineering Services\Design Review\PFPR* folder (PFPR) or *PI\PE\Engineering Services\Design Review\PFPR\Supplemental* folder (Supplemental PFPR). The *PM\DPL* request letter, hard copy plans, completed and signed checklist, and an email link to the submittal package is sent to Engineering Services and the distribution list.
   a. Click on the ProjectWise folder *PI\PE\Engineering Services\Design Review\PFPR* (PFPR) or *PI\PE\Engineering Services\Design Review\PFPR\Supplemental* (Supplemental PFPR)
   b. From the ProjectWise menu click ***Document=>Set=>New***
   c. For ***Name*** enter ***PFPR Package*** OR ***SUE Cad Files***, the description is optional
   d. Click **OK**
   e. Locate the required documents and drag them into the set
   f. When finished, close the document set.

5. Send an email link to the **State Subsurface Utilities Engineer** with the location of the ***PW Document Set*** (***SUE Cad Files***).

Package to include (Typical Items – [Refer to 2440-1c - Preliminary Field Plan Review Inspection Checklist](#)):

PM \ DPL

- Transmittal letter including description of project
  (PI\PE\ Program Delivery\Correspondence)
- Project Data Sheet
  (PI\PE\Roadway Design\Roadway\Design Data Book)
- Printout of the Project Cost Estimate from GDOT 411 or AASHTOWare Project Estimation
  (PI\PE\Roadway Design\Cost Estimates)
- Written certification from the Project Manager stating that a Public Interest Determination Procedure is applicable \ not applicable for this project
  (PI\PE\Program Delivery\Correspondence)
- Copy of email correspondence from Environmental Services stating that it is acceptable to proceed to PFPR for federally or state funded projects
  (PI\PE\Program Delivery\Correspondence)
- Draft Environmental "Green Sheet" if commitments are known when PFPR requested
  (PI\PE\Environmental\NEPA)

PM \ DPL

- Written certification stating that the current design for the proposed project is consistent with the approved RTP/TIP/STIP. For projects in the non-attainment areas the certification should come from the Office of Planning. For other projects, including exempted projects within non-attainment area, written certification comes from the Design Phase Leader/Engineer of Record.
  (PI\PE\Planning\STIP Certification Letter)
- Letter from the State Design Policy Engineer stating that the consultant's GPS\Control Package and Property\Survey Database meet the Department's accuracy standards (Applicable when field survey is provided by consultant for GDOT project or for locally administered project where GDOT is acquiring right-of-way and\or Letting the projects to construction).
  (PI\PE\Location Database\Consultant Compliance\QA\QC)

PM \ DPL

- The plans (one (1) half size set)
  (PI\Record Plan Sets\05 – PFPR Plans or PI\Record Plan Sets\05 – PFPR Plans\Supplemental)
- All Draft Project Specific Special Provisions
  (PI\PE\Special Provisions)
- Draft SP 108.08 and SP 150.6
  (PI\PE\Special Provisions)
- Accepted Hydraulic Studies
  (PI\PE\Bridge Design\Hydraulics\Approved Hydraulic Study)
- Capacity Analysis of major intersections
  (PI\PE\Roadway Design\Calculations\Capacity Analysis)
- Intersection Sight Distance (ISD) studies
  (PI\PE\Roadway Design\Calculations\Geometric Calcs)
- Approved Pavement Design
  (PI\PE\Materials\GEP Bureau\Pavement Engineering Branch\Pavement Design\Reports)
- Approved Soil Survey Reports
  (PI\PE\Materials\GEP Bureau\Soil Survey\Reports)

PM \ DPL

- Draft Post-Construction Stormwater Report
  (PI\PE\Roadway Design\Calculations\Drainage Calcs)
- Stormwater BMP Infiltration Report (only if infiltration BMPs are being proposed)
  (PI\PE\Roadway Design\Calculations\Drainage Calcs)
- Summary of Preliminary Earthwork Calculations (mainline, side streets, and staging)
  (PI\PE\Roadway Design\Roadway\Quantities)
- Constructability Report
  (PI\PE\Engineering Services\Constructability Review)
- Approved Stage 1 and Stage 2 Intersection Control Evaluation (ICE) Decision Records with supporting documentation for each intersection **or** ICE waiver form
  (PI\PE\Roadway Design\Calculations\Capacity Analysis)
- Letter or email correspondence from Traffic Operations stating that a signal permit has been approved for each new traffic signal shown in the plans
  (PI\PE\Program Delivery\Correspondence)
- Roundabout performance checks (fastest path, design vehicle swept paths, OSOW check swept paths, stopping sight distance checks)
  (PI\PE\Roadway Design\Calculations\Geometric Calcs)
- Special Grading Drawings
  (PI\Record Plan Sets\05 – PFPR Plans or PI\Record Plan Sets\05 – PFPR Plans\Supplemental)
- Q\A Certification (GDOT Plans - QA Checklist, Consultant Plans - QC\QA Certification Letter)
  (PI\PE\Roadway Design\QA-QC)
- A+B Tool *(PI\PE\Roadway Design\PM\)*
- Q/A Record and Redlined/Marked Up Plan Set (electronic only)
  (PI\PE\Roadway Design\QA-QC\)

Engineering Srvcs - OES

6. Create the Scheduling letter in *PI\PE\Engineering Services\Design Review* and send email notification to the distribution list with a link to the ProjectWise location.

7. PFPR Report created in *PI\PE\Engineering Services\Design Review\PFPR* or *PI\PE\Engineering Services\Design Review\PFPR\Supplemental* folder. Engineering Services will send an email notification to the distribution list with a link to the ProjectWise location.
   - Utility Risk Management Plan to be included if applicable, sent to SUE for review.
   - Distributed via email link to PFPR distribution list after FHWA approval if required.

8. The draft Report is finalized by the reviewer with comments *(PI\PE\Engineering Services\Design Review\PFPR\(Supplemental) FPR Comments.docx)* from meeting. Engineering Services sends an email link with approved report to the distribution list.

PM/ DPL	9. Adds responses for Engineering Services' acceptance of the report.

OES	10. Either accepts or asks that a response be modified. Once "*Accepted*", Engineering Services adds the acceptance date to the report and will send an email link to the *PM\DPL.*

PM \ DPL	11. Send email notification to distribution list with a link to the ProjectWise location of the accepted report.
	
	 12. Place the corrected plans (implement comments that affect ROW and easements, construction limits, and environmental impacts) in the *PI\Record Plan Sets\06 – Corrected PFPR Plans,* run the Refscan utility on all DGN files to correctly associate the reference files in this new location. *PM\DPL* shall send email notification to the Environmental Phase Leader with a link to the ProjectWise location.
	
	 13. Complete the document properties for the plans in the *PI\Record Plan Sets\06 – Corrected PFPR Plans* folder in ProjectWise.
	    d. Select all the files in the folder.
	    e. Right-click and select **Assign Document Type**
	    f. Select the following:
	         Document Group: *Preliminary Engineering*
	         Document Category: *Design Plans*
	         Document Type: *Working Plans*
	         Click on **OK**

PM \ DPL	14. Set "*Final Status*" on all the files used to create the Record Plan Set.
	    a. Select all the files in the *PI\Record Plan Sets\06 – Corrected PFPR Plans* folder,
	    b. Right-Click=> **Change State=> Set Final Status**.